

18 July 1997



Personnel

**MILITARY DRUG ABUSE TESTING PROGRAM****COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction outlines the Sheppard Air Force Base Drug Urinalysis Program. It assigns responsibilities for the execution of the Air Force Drug Abuse Testing Program at the base level as outlined in Air Force Policy Directive 36-27, Social Actions, DoD Directive 1010.1, Drug Abuse Testing Program, DoD Directive 1010.3, Drug and Alcohol Abuse Reports, DoD Directive 1010.4, Alcohol and Drug Abuse by DoD Personnel, DoD Directive 1010.6, Rehabilitation and Referral Services for Alcohol and Drug Abuse, DoD Directive 1010.7, Drunk and Drugged Driving by DoD Personnel. It applies to all military personnel assigned to or visiting Sheppard AFB, or who are serviced by this program. Comments or suggestions for change should be addressed to the 82d Medical Group/SGOHA, 149 Hart Street Ste 5, Sheppard AFB TX 76311.

**Section A -- Abbreviations, Acronyms, References, and Terms**

See Attachment 1

**Section B -- Objectives****1. Goals of the Drug Abuse Testing Program:**

- 1.1. Deterrence. Prevent drug abuse and minimize its impact on the mission.
- 1.2. Provide Legal Evidence. Provide legally sufficient evidence to support administrative or Uniform Code of Military Justice action.
- 1.3. Data Collection. Obtain demographic data and prepare reports to support the program.
- 1.4. Commander Support. Design a program that fulfills the above objectives yet meets the needs of the Commanders and First Sergeants.

**Section C -- Responsibilities****2. Responsibilities for the Drug Testing Program:**

2.1. Director of Base Medical Services: Appoints a Drug Testing Program Manager (DTPM), a Drug Testing Program Administrative Manager (DTPAM), and a Medical Review Officer (MRO).

**2.2. Drug Testing Program Manager ( DTPM):**

2.2.1. Assumes role of office of primary responsibility (OPR) for the program and ensures the program follows current policies with the assistance of the offices of collateral responsibility (OCR), the base legal office, and the clinical laboratory.

2.2.2. Coordinates testing with OCR.

**2.2.3.** Ensures testing is conducted in accordance with the Air Force Drug Testing Program Procedures.

**2.2.4.** Ensures all active duty personnel assigned to SAFB, IMA's, civilians in drug testable positions and GSU's are subjected to random testing.

**2.2.5.** Notifies units of "NO-SHOWS" on the day of testing, and provides a follow-up letter to both unit and base legal office.

**2.2.6.** Ensure specimens are collected, secured, and transported IAW AFI 44-120, Drug Abuse Testing Program.

### **2.3. Squadron Commanders:**

**2.3.1.** Appoint observers, ensuring each is at least a noncommissioned officer and has at least six months retainability at Sheppard AFB and in the Air Force.

**2.3.2.** Ensure all selected personnel who are available for testing are notified in a timely manner and that they report for testing within two hours of notification.

**2.3.3.** IAW AFI 44-120, notify the Substance Abuse Clinic of selected individuals who are unavailable for testing on the test day (i.e., on leave, TDY, hospitalized, crew rest) and provide the date of return to duty. **Note: Individuals on leave or TDY in excess of 30 days from the test date are exempt from testing.**

**2.3.4.** Ensure members selected for inspection and commander directed testing are notified in writing (a letter signed by the unit commander) on the day of the test. The letter will specify the name, rank, and SSAN of the individual, classification of the test, location of the testing site, and will clearly instruct the member to report for testing within two hours of notification. The member will sign receipt of the letter and deliver the letter to the collection site. The time of arrival will be annotated by the testing monitor and returned to the member. The member will be instructed to return the letter to his squadron orderly room upon completion of the test. **(Note: Commander Directed or Probable Cause requests must be coordinated through the Staff Judge Advocate Office prior to contacting the Substance Abuse Clinic during duty hours and the laboratory after duty hours on weekends and holidays.)**

**2.3.5.** Ensure that the identities of personnel selected for random inspection testing are safe-guarded to prevent disclosure prior to the test time.

**2.3.6.** Notify the DTPAM by telephone on the day of test, of personnel selected for random inspection testing who

are unavailable for testing (due to leave, TDY, hospitalization, crew rest, etc.).

### **2.4. Observers:**

**2.4.1.** New observers will be briefed and trained prior to each designated test.

**2.4.2.** Must be available for all inspection testing, random testing, commander directed, probable cause, consent and unit sweeps during the designated collection schedule IAW AFI 44-120.

### **2.5. Drug Demand Reduction Coordinator (DDRC)**

**2.5.1.** Coordinates testing dates with the DTPAM.

**2.5.2.** Ensures a suitable testing site is available for use on the selected testing date.

**2.5.3.** Coordinates observer's weekly detail with Squadron First Sergeants.

**2.5.4.** Coordinates with the DTPAM to ensure man-power and supplies are available.

**2.5.5.** Obtains current personnel listing and makes the random selection using method approved by base legal office. Safeguards list to prevent premature disclosure of personnel and testing dates.

**2.5.6.** Reviews random roster for "Key Personnel" (i.e., Commanders, First Sergeants, key mental health personnel) and other personnel, who are determined may have access to the test date. When names of key individuals are drawn, notifies those personnel prior to distribution of the random list to report to the Substance Abuse Clinic within two hours of notification.

**2.5.7.** Develops local written procedures.

**2.5.8.** Briefs commanders and first sergeants on medical aspects of the program.

**2.6. Hospital Laboratory.** Manages collection of consent, probable cause, and commander directed urinalysis.

### **2.7. Office of the Staff Judge Advocate (SJA):**

**2.7.1.** A collateral agency responsible for ensuring compliance with chain of custody collection procedures and all legal aspects of the program.

**2.7.2.** Coordinates all requests for drug urinalysis inspections, commander directed examinations, and searches and seizures.

**2.7.3.** Advises the 82 TRW Commander, 80 FTW Commander, Group and Squadron Commanders, the Drug Testing Program Manager, and the laboratory on all legal aspects of the program.

**2.7.4.** Reviews all requests for individuals to be excused from testing or deviate from normal testing procedures.

**2.7.5.** Performs inspection of the Drug Abuse Testing Program and ensures compliance with AFI 44-120.

### ***Section D -- Implementation***

### **3. Procedures:**

**3.1.** Random selection will be performed as prescribed in AFI 36-2701, Social Actions Programs, AFI 44-120, this instruction, and IAW SGOH OI 30-2.

**3.1.1.** Collection procedures will be carried out by the DTPAM or other designated monitor at a suitable location, using procedures outlined AFI 44-120. Procedures will ensure collection provides legally sufficient evidence for use in judicial proceedings.

**3.1.2.** Random inspection testing will be performed frequently. Squadron sweeps are available to commanders and are considered random sweeps.

**3.1.3.** DTPAM will ensure shipping procedures are in place to maintain the legal chain of custody to the Air Force Drug Testing Laboratory.

**3.1.4.** DTPAM will provide quarterly statistical reports to the DDRC and semi-annual reports to HQ AETC.

**3.1.5.** DTPAM will receive positive reports directly from the 82 MDG/CC and will forward a medical review request to the Medical Review Officer (MRO). If the test is a valid positive the DTPAM will notify the commander and ask him/her to notify the Office of Special Investigations (OSI) and SJA

**3.1.6.** All requests for re-tests will be forwarded through the 82 TRW and base legal office and will be accomplished IAW AFI 44-120.

### **3.2. Operation of Inspection Testing:**

**3.2.1.** Random sweeps will be held in a reasonable and convenient location to the base populous.

**3.2.2.** Testing times may vary and include weekend testing or testing during readiness exercises.

**3.2.3.** Three observers, two males and one female, will be provided by designated squadrons. Observers will report to test site at designated times.

**3.2.4.** Those military members selected for the random test are not required to be in uniform, but must possess a valid military identification card. The military identification card will remain in the possession of the DTPAM until testing has been completed.

**3.2.5.** Members are required to remain at the testing site until a complete sample is collected.

**3.2.6.** If a member is unable to provide a sample during the designated hours of the sweep, their unit will provide an observer in the grade of E-5 or above, and they must remain at the hospital until a sample can be collected.

**3.2.7.** The DTPAM will secure the collected samples until they can be sent First Class mail to the testing laboratory. Specimens will be mailed within 48 duty hours of collection.

### **4. Other Categories of Testing:**

**4.1. Commander Directed** (other than rehabilitees). A commander directed examination or referral of a specified member for a valid purpose under Military Rules of Evidence 311-317, Title 10, USC, Chapter 47, The Uniform Code of Military Justice when there is reasonable suspicion of drug abuse, an examination of a specified member incident to a mishap or safety investigation, or an examination of a specified member in conjunction with a member's participation in a DOD drug treatment and rehabilitation program. This includes a command-directed examination of a specified individual to determine a member's competency for duty to ascertain whether a member requires counseling, treatment, or rehabilitation for drug abuse. NOTE: All Commander Directed Urinalysis must be approved by the base Staff Judge Advocate's office prior to collection. A letter signed by the commander directing the individual must accompany the service member to the Substance Abuse Clinic/Laboratory.

**4.2. Probable Cause** Authorized collection under Military Rules of Evidence 311-317, Title 10, USC, Chapter 47, The Uniform Code of Military Justice. NOTE: All Probable Cause Urinalysis must be approved by the base Staff Judge Advocate's office prior to collection. AF Form 1176, Authority to Search and Seize, or AF Form 1364, Consent for Search and Seizure, should be completed prior to collection. However, when escorted by authorized personnel at the direction of an Air Force Magistrate, AF Forms 1176 and 1364 can be supplied at a later date.

**5. Geographically Separated Units (GSU).** The DTPAM and DDRRC will coordinate with GSUs assigned to SAFB, to ensure the program is operated in a manner which ensures the integrity of the program is not compromised. The SJA will review and approve the procedures used in selection of personnel and testing procedures. Sheppard AFB Drug Testing Program staff will perform the personnel selection, collection procedures and shipping procedures. Changes or modifications will be coordinated through the DDRRC, DTPAM and the SJA.

***Attachment:***

Abbreviations, Acronyms, References, and Terms

***SAFBI 36-2701 18 July 1997***

**6. Naval Personnel** assigned to Sheppard AFB under the Consolidated Training Plan will be tested upon their arrival at Sheppard AFB. Following the initial collection, Naval personnel will be subject to testing IAW this instruction and applicable operating instructions.

**7. Reporting of Results:**

**7.1. Negative** results require no reporting.

**7.2. Positive** results will be forwarded to the Unit Commander, and the Unit Commander will notify Staff Judge Advocate (SJA), Office of Special Investigation (OSI), and forward an AF Form 2731, Substance Abuse Reorientation and Treatment Program Disposition, to the Substance Abuse Clinic, requesting a substance abuse evaluation.

**8. Forms Prescribed:** AF Form 1176, *Authority to Search and Seize*; AF Form 1364, *Consent for Search and Seizure*; AF Form 2731, *Substance Abuse Reorientation and Treatment Program Disposition*.

Gary J. Bundy, Col, USAF  
Vice Commander

**ABBREVIATIONS, ACRONYMS, REFERENCES, AND TERMS**

AFDTL- Drug Testing Laboratory, Brooks AFB, TX.

DBMS - Director of Base Medical Services

DDRC - Drug Demand Reduction Coordinator

DTM - Drug Testing Monitor - Individual tasked with collection, transportation and security of a specific collection

DTPAM- Drug Testing Program Administrative Manager

DTPM - Drug Testing Program Manager

IMA - Independent Mobility Augmentee

MRO - Medical Review Officer

OPR - Office of Primary Responsibility

OCR - Office of Collateral Responsibility

OSI - Office of Special Investigations

SAFB - Sheppard Air Force Base

SJA - Staff Judge Advocate

No Shows - Personnel who do not arrive at the urinalysis testing site prior to the closing time

GSU - Geographically Separated Unit--A unit or squadron not physically located (usually) at Sheppard AFB, but is either serviced by SAFB Military Personnel Flight or through special support agreement